



Little Rays outdoor preschool and forest school.

Out Of School Club

Safe Recruitment Policy

Little Rays uses safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so. When recruiting paid staff or volunteers we will follow the procedures set out below.

Advertising the vacancy

We will advertise all vacancies, and any job advertisements will include a statement about our commitment to safeguarding children.

Initial enquiry

Upon enquiring about a vacancy, we will send potential candidates:

- a job description
- an overview of Little Rays ethos
- an application form

The application form includes:

- a declaration that all information is correct
- a section under the rehabilitation of offenders act that asks if the applicant has been awaiting a verdict, convicted, or cautioned or received a court order or warning for any offence that may affect their suitability for working with children.

A request for the contact details of two referees one of which should be the last employer; (If this is the candidate's first job, their course tutor is a suitable alternative)

All applicants must submit an application form by the closing date. We will only accept CV's if they are accompanied by our standard application form completed as required.

Interview procedure

We will notify all candidates selected for interview by letter. All candidates will be asked to bring the following items to the interview:

- proof of identity, example - passport, driving license or birth certificate
- proof of address, example - recent utility bill (not mobile phone) or bank statement
- proof of qualifications and the relevant certificates
- for non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)

The interview will be conducted by at least two interviewers. All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form. For example, the interviewers will follow up on any gaps



in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given, undertaking additional checks if necessary.

All candidates will also be asked to participate in a session with the children for an hour so that they can be observed interacting with the staff and children.

When we have interviewed and observed all candidates, we will make our final selection.

Appointing a new member of staff

When we have selected the successful candidate, we will

- send him or her a written offer, which will clearly state that it is subject to the receipt of suitable references and full sight of a satisfactory enhanced DBS certificate
- sending a copy of our **safeguarding** policy.
- contact both referees for a reference, including asking them if they have any child protection concerns about candidate.
- Initiate an enhanced DBS check for the candidate, or if the candidate is subscribed to the DBS update service, review their current DBS certificate and check their status online
- Ask the candidate to complete a health questionnaire

Notify any unsuccessful interviewees.

We will also take photocopies of the new member of staff's qualification certificates and proof of identity and keep these on file.

When a new member of staff starts work at Little Rays we will give him or her:

- Our terms and conditions, and get them to sign their contract; a copy of their contract will be kept on file
- All our policies and ensure that they sign a policy confirmation form to confirm that they have read and understood them; the signed form will be kept on file.

We will conduct a full induction and orientation programme with all new members of staff as set out in our **Staff Induction Policy**.

Staff initial training

Staff will immediately complete safeguarding training and any additional training listed in their induction.

DBS checks

We will obtain enhanced DBS disclosures for all staff, students and volunteers who will work unsupervised with the children on a regular basis, or who have access to children's information. If candidates have subscribed to the DBS Update Service we will carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued we will obtain a new DBS disclosure for them.

New staff will only be allowed to work *unsupervised* with children or conduct intimate care when we have had full sight of a satisfactory DBS certificate for them.



If we decide to allow a new member of staff to begin work pending the completion of their DBS check, we will complete a written risk assessment first and they will not be *allowed unsupervised access* to the children or to undertake intimate care until we have seen and reviewed their DBS certificate.

When we appoint a member of staff we will keep a record of the date and number of their DBS disclosure on our **Care Check DBS Record**. We will update the DBS checks for all staff every 3 years. Currently Little Rays uses an individual company, Care Check, to manage the DBS applications.

References

Satisfactory references will be received before a new member of staff may begin work.

- We will not accept open references, nor those from family members.
- We will ensure that references have been completed by a senior person with appropriate authority.
- Where possible at least one reference must be from the last time an applicant worked with children (if not currently doing so).
- All references will be clarified if necessary and any discrepancies with the application form resolved.

Disqualifications

Little Rays will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. If a member of staff becomes disqualified their employment will be terminated immediately.

Immigration status

Freedom of movement between the UK and EU has ended and the UK has introduced an immigration system that treats all applicants equally, regardless of where they come from. The management is aware of Asylum and Immigration Act requirements and will check legal status of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, usually a driving licence, passport, and NI number and working visa.

See <https://www.gov.uk/guidance/recruiting-people-from-outside-the-uk>

Updated on	15.10.2022	Mairead Cheeseman
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